

How To Convert a Pathways Intern NTE to a Career/Career-Conditional or Term Appointment

There are two types of Interns: Interns with a Not-to-Exceed date (referred to as *Interns NTE*) and Interns on an indefinite appointment, without a Not-to-Exceed date (referred to as *Career Interns*).

We have received several questions regarding clarification on which Interns can be converted to term or career/career conditional competitive positions. This notice provides clarification on the circumstances under which an Intern NTE can be converted.

All Interns (Interns NTE and Career Interns) under the Pathways Program are eligible for conversion to term or permanent competitive appointments according to OPM's regulations. Opportunities for conversion must be clearly stated in the Participant Agreement for both new interns (those who were **not** transition from STEP or SCEP) and Interns who were former STEPs or SCEPs. For new Interns, the opportunity for conversion must be stated in the vacancy announcement. Former STEPs and SCEPs that were transitioned into Pathways Internships do not need to apply to a vacancy announcement to be noncompetitively converted to a term or career/career conditional competitive position.

It is critical to remember that Intern NTEs are not normally hired with the intent to convert. Intern NTEs are hired to complete temporary and/or seasonal projects. Conversions of Intern NTEs should be rare and must be justified. Documentation on why an Intern NTE is non-competitively converted to a term or career/career conditional competitive position must be maintained in the Intern's case file. Justification from the supervisor must:

- 1- be approved and placed in the student's case file prior to the student completing his/her educational requirements;
- 2- address the following questions:
Why was the original Pathways position not filled with a career Intern?
Why is the term or permanent position not being filled with a career Intern?
How does this conversion coincide with your workforce planning efforts? ; **and**
- 3- be approved by the Regional Human Resources Manager. Please submit the request through your local SHRO office to the regional HR Office.

NOTE: SHRO Lead should review and verify meets basic qualifications to be converted prior to submitting to regional HRO.

This notice shall serve as official guidance in the interim of finalizing the National Park Service Pathways' Bulletin. We need to ensure that we are in compliance with OPMs intent for Pathways conversions so that our authority to do so is not revoked. Please feel free to contact

Crystal Gailes at crystal_gailes@nps.gov or Theresa Gangi at theresa_gangi@nps.gov with any questions or concerns regarding this notice.

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